

Preparing & Sending Your Activities Resume

Why is a resume important?

- A resume helps you keep track of your activities and complete your college applications.
- It is a very professional supplemental document to your college applications and makes a good impression.
- A comprehensive resume helps your counselor to write a complete secondary school report/counselor evaluation.
- Resumes are often required to apply for future opportunities including:
 - Scholarships
 - On-campus jobs
 - Internships
 - Study Abroad Opportunities

How do I create a resume?

- Create a word document and get started using your Pre-Resume Worksheet as a guide.
- Include as many entries as you can think of to start – it is easy to edit down to the most important items.
- Start building your resume now and add to it as time goes by.
- Edit your resume:
 - ✓ Adjust margins, spacing, use bold and underling for emphasis.
 - ✓ Review your resume to make sure there are no spelling errors, your formatting is consistent and your resume looks professional.
 - ✓ Have your college counselor review your draft.
- **Save your edited resume to your own files.**

How do I send my resume to a college?

- You are responsible for sending your completed resume to your colleges.
- In some cases, a college application will have a place for you to upload your resume. If not, you can send a paper copy via the US Mail, or email it as an attachment to the admissions representative/office and ask that it be added to your file.

